

# FACULTY OBSERVATION FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as a Counseling Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Maintains a focused counseling session/presentation/group workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2. Prioritizes student's concerns and establishes tasks to be covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Uses allotted session time appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4. Adheres to daily work schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5. Communicates clearly and effectively with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6. Adapts style of communication to student's developmental level (language ability, awareness of educational processes, readiness to choose a major, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
7. Demonstrates active listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8. Consults effectively with colleagues as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

9. Assesses and defines student's current academic, personal and career needs to facilitate a productive counseling session				
Comments:				
10. Uses electronic counseling tools and resources effectively				
Comments:				
11. Demonstrates current knowledge of academic options and requirements				
Comments:				
12. Demonstrates current knowledge of policies and procedures affecting students				
Comments:				
13. Investigates answers to student inquiries and/or directs students to appropriate sources of information				
Comments:				
14. Sets boundaries with students as necessary				
Comments:				
15. Sets a welcoming tone when meeting students				
Comments:				
16. Creates a non-judgmental environment of trust, respect and sensitivity to all backgrounds				
Comments:				
17. Shows genuine interest in student's questions and concerns				
Comments:				
18. Validates/confirms student's understanding of issues addressed in session				
Comments:				
19. Concludes session by providing opportunity to follow-up as necessary				
Comments:				

Additional comment:

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.